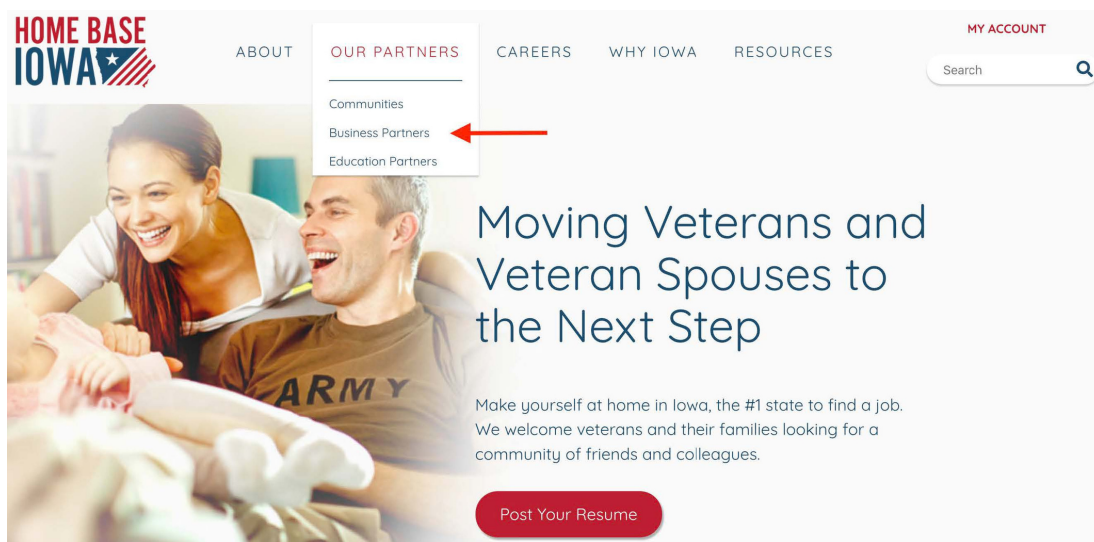


Steps to become a Home Base Iowa Business

In line with Home Base Iowa's (HBI) focus on the workforce solutions and growth for the state of Iowa, HBI connects businesses hiring in Iowa with skilled job seekers. HBI Businesses (e.g. businesses and community organizations), can view resumes submitted by Veterans, military personnel, and family members at www.homebaseiowa.gov (HBI's website portal). Additionally, HBI Businesses will receive an email when a job seekers profiles matches the HBI Business' profile.

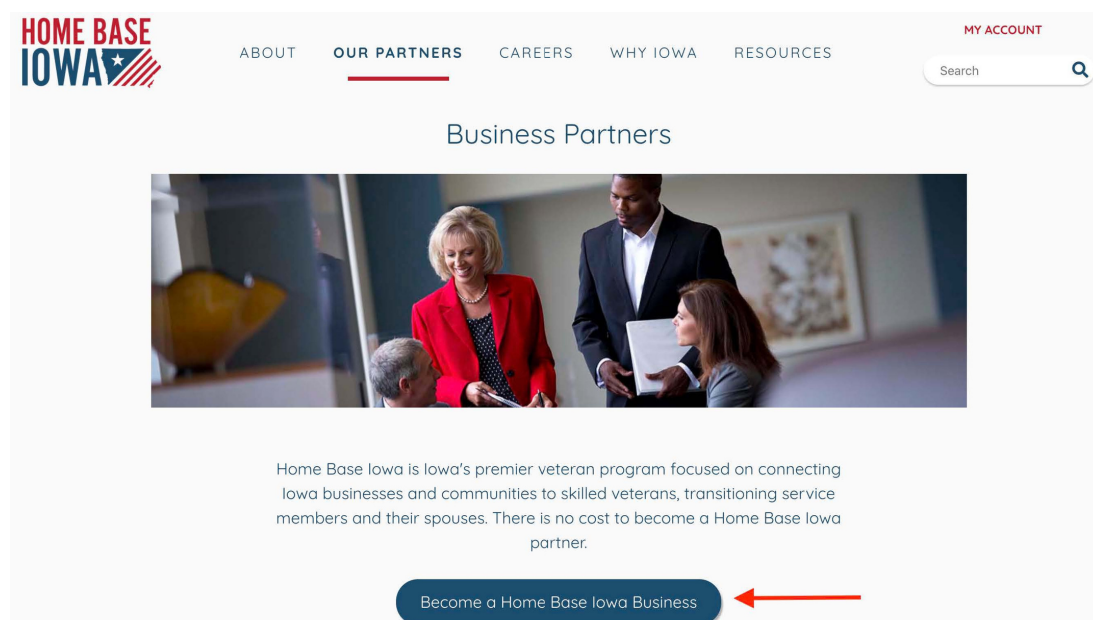
Step 1

Go to www.homebaseiowa.gov and click on "Business Partners" under the "Our Partners" heading on the main page.




Step 2

On the "Business Partner" page click "Become a Home Base Iowa Business."



Step 3

Click on "Register as a Home Base Iowa Business."



CAREERSRESOURCESPARTNERSWHY IOWA

This section of the Home Base Iowa website connects Veterans and Home Base Iowa Partners.


Navigation at the top of each page will take you to resources for veterans and partners.

The main functionality of this portion of the site allows the following actions,

- [Register as a Job Seeker or Home Base Iowa Business](#)
- [Login to your account](#) to edit your profile.
- [Search partner data](#) to find employers meeting your career type and location within the state.
- Partners can [search veteran data](#) to find prospects for employment. Only registered partners have access to veteran data.

Step 4

The business creates a username, enters an email address, and then selects "Partner" as the role. Also, read and accept Terms & Conditions.



CAREERSRESOURCESPARTNERS

[User account](#) / [Sign up](#)

Sign up

[Sign up](#)[Sign in](#)[Reset password](#)

When registering please carefully select the correct role, selecting an incorrect role may delay your registration and/or require you to reenter your information.

Select VETERAN

- If you are currently serving as an **active** duty/reserve/guard military member.
- If you are a **former** active duty/reserve/guard military member.
- If you are a **family member** of an active duty/reserve/guard military member
- If you are (or were) in a **committed relationship** with an active or former active duty/reserve/guard military member.
- If you are a **surviving spouse** of a veteran or active duty/reserve/guard military member.

Select PARTNER

- If you represent an organization interested in hiring veterans in Iowa.
 - Business
 - State or Local Government Agency
 - Non-Profit Organization
 - An HBI Community
 - Interested In Becoming an HBI Community

Username *

Email address *

Role *

✓ - Select -

Partner

Veteran

☐ Accept [Terms & Conditions](#) of Use *

Sign up

Step 5

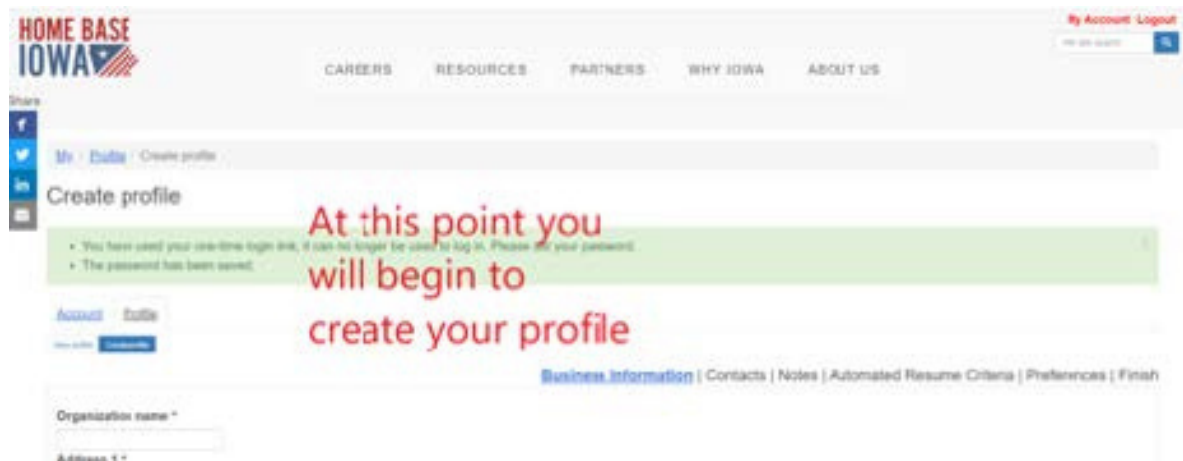
Look for your email confirmation and click on the link provided. This is an important step that many people forget!

Step 6

Create a profile by entering required information, which includes information about the business, contact info, locations, and industry information.

As examples, you will select the Iowa counties where the business is physically located or those in the surrounding area. If a business is hiring we'll often encourage them to cast a broader net if their business resides near a county line. This simply allows them to increase the number of veteran notifications they receive through HBI.

Note: Beyond creating a profile, HBI businesses are encouraged to work with the HBI Team to communicate hiring needs. Simply email HBI@iowa.gov



Last Steps

After the business submits a profile.

Upon submitting a profile, the business will: **(1)** receive an email confirmation; **(2)** a Local Veteran Employment Representative (LVER) will review the profile & contact the business to gather additional information and discuss expectations; **(3)** if approved, the business profile will be published & the business will receive an additional email (be sure to check your spam folder for the confirmation email); and **(4)** the business can begin to view job seeker resumes & will receive email notifications when job seekers submit resumes that match the business profile. Note: once a business is designated as HBI, job seekers may reach out directly to the primary and secondary points of contact.

Helpful hints to remember:

- When you receive an email that a job seeker resume is a match, please log into the website first and then click on the link. The link does not work unless you are logged in.
- You can search job seeker resumes by logging in and then clicking on "Search Veterans' Resumes" on the left column.
- Update your profile when you have openings to make sure your profile reflects the types of positions you are trying to fill.